

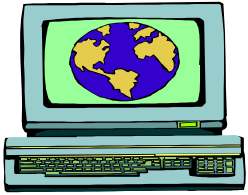
TOPIC 8: REHIRING AN EMPLOYEE

The objective of this topic is to present the steps necessary to rehire an employee who has previously worked for the State of Missouri.

At the end of this topic, you will be able to:

- Describe the process for rehiring previous employees
- Complete the necessary steps for rehiring an employee
- Explain the procedures between rehiring employees within an Agency versus Agency to Agency

REHIRING A PREVIOUS EMPLOYEE



Scenarios involving rehiring an employee:

- A) where the last assignment was within the same organization
- B) where the last assignment was with another organization within the same agency
- C) where the last assignment was with a different agency



REHIRING A PREVIOUS EMPLOYEE

When an Agency tries to hire an employee who has already been established in the SAM II database, this is considered a rehire. When the ESMT is processed to establish the employee, you may receive an error message that reads “ACTION NOT AUTHORIZED” or “DUPS EXISTING APPT”. This error means that the employee is currently associated with another Agency or with another Organization within your Agency. If the rehired employee’s ESMT processes without either of these errors, then their last active assignment was within your Organization.

If the current employment status is T (Inactive) or 2 (Interim Inactive), then the employee can be considered a rehire. If the current employment status is anything other than these, then the appointment is not a rehire but a secondary appointment. In this situation, refer to the Multiple Appointment Policy and Procedure.

The Rehire Process

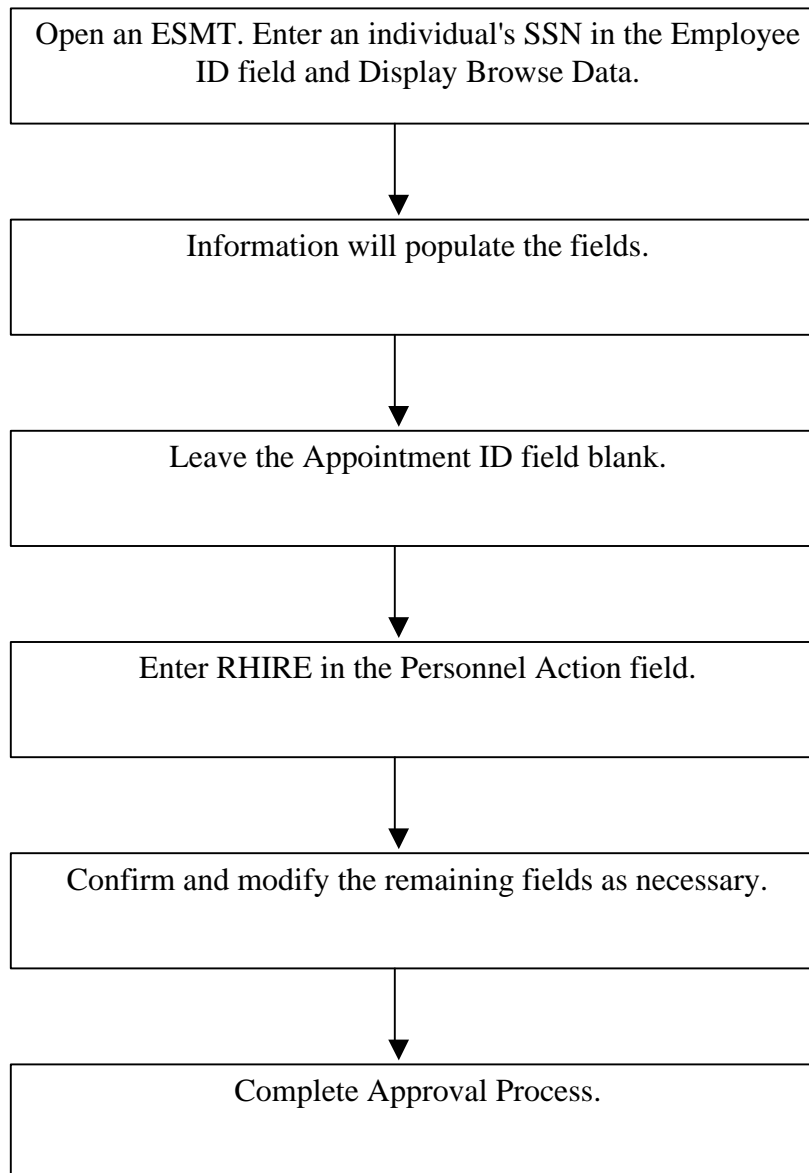
You will note that the rehire process is different than the new hire process. This is due to the fact that when an employee “belongs” to an Agency and/or Organization other than yours, the security in the system (set up by Agency/Organization) might not allow you to view, much less modify, their information. Therefore the steps you must complete to re-establish an employee may vary.

We will look at scenarios involving rehiring an employee:

- A) where the last assignment was within the same organization,
- B) where the last assignment was with another organization within the same agency, or
- C) where the last assignment was with a different agency.

REHIRING A PREVIOUS EMPLOYEE

REHIRING WITHIN YOUR ORGANIZATION



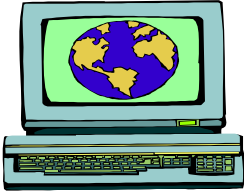


REHIRING A PREVIOUS EMPLOYEE

SCENARIO 1: REHIRING WITHIN THE SAME AGENCY AND ORGANIZATION

Carla Benson comes to work for your Organization. You determine through the interview process that she is not currently working for the state and Carla previously worked for your organization.

Since Carla's last active assignment was within your Organization, you will have access to her information and can process an ESMT to establish her new assignment information. Remember, she would have the Personnel Action Reason of RHIRE (Rehire).



REHIRING A PREVIOUS EMPLOYEE

Employment Status Maintenance

Employee ID: 040 - 37 - 0036 Appointment ID: Alternate ID:

Prefix: MS First: CARLA Middle: J. Last: BENSON Suffix:

Effective Date: 10 / 09 / 00 Expiration Date: 04 / 25 / 97 Original Appt Date: 04 / 24 / 91

Job Assignment Dates Assignment Attributes Pay Parameters Certificate/Remark

Personnel Action / Reason: RHIRE / A10 Job Status: P Employment Status: 1

Assignment Information

Agency: 650 Organization: M100 EEO Full-time: ☐ Yes Union Member: ☐ Yes

Position Number: EM37036 % Full-time: 0.6000 ☒ No ☐ No

Table Driven Pay: ☒ Use Table Step: E ☐ N/A ☒ N/A

☐ Do Not Use Table Union Affiliation:

☐ Selection Required

Application Information

Applicant ID: - - Job Notice ID:



REHIRING A PREVIOUS EMPLOYEE FROM YOUR OWN ORGANIZATION

Step 1 Access an Employment Status Maintenance (ESMT) transaction.

EMPLOYEE ID – Enter the employee's social security number.

Select **Display: Browse Data**.

Step 2 Modify the following fields.

APPOINTMENT ID – Ensure this field is blank.

EFFECTIVE DATE – Enter the date the appointment would be effective.

Job Assignment Panel

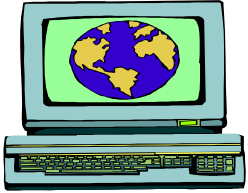
PERSONNEL ACTION – Enter **RHIRE**. This Personnel Action code is for a Rehire only.

PERSONNEL REASON – Enter an appropriate personnel action reason.

EMPLOYMENT STATUS - Enter a **1**. This is the active employee status code.

POSITION NUMBER – Enter the position number for this assignment.

Continue to complete the additional required fields on the Job Assignment Panel for this new assignment.



REHIRING A PREVIOUS EMPLOYEE

Employment Status Maintenance

Employee ID: 040 - 37 - 0036 Appointment ID: ☐ Alternate ID:

Prefix: MS First: CARLA Middle: J. Last: BENSON Suffix:

Effective Date: 10 / 09 / 00 Expiration Date: 04 / 25 / 97 Original Appt Date: 04 / 24 / 91

Job Assignment Dates Assignment Attributes Pay Parameters Certificate/Remark

Dates

Probation Start	10 / 09 / 00	Probation End	04 / 09 / 01
Pay Progression Start	/ /	Time Limit Control	/ /
Benefits Progression Start	10 / 09 / 00	Leave Progression Start	10 / 09 / 94

Employment Status Maintenance

Employee ID: 040 - 37 - 0036 Appointment ID: ☐ Alternate ID:

Prefix: MS First: CARLA Middle: J. Last: BENSON Suffix:

Effective Date: 10 / 09 / 00 Expiration Date: 04 / 25 / 97 Original Appt Date: 04 / 24 / 91

Job Assignment Dates Assignment Attributes Pay Parameters Certificate/Remark

Certificate Number: Certificate Date: / /

Remarks:

RESIGNED FROM 650 MI00 04-24-97



REHIRING A PREVIOUS EMPLOYEE

Step 2 -Continue to modify the following fields.

Dates Panel

PROBATION START. Enter the start date of the employee's probation period, if applicable.

PROBATION END -Enter the end date of the employee's probation period, if applicable.

Note: Completion of the Probation Start and Probation End date fields is required when processing personnel actions/reasons that have probationary periods associated with them, such as new hires in classified positions in merit UCP agencies. Some actions will not require completion of these two fields.

BENEFITS PROGRESSION START -This field will be used to determine employee eligibility for the MO State Employee Deferred Compensation (with match). SAM II will subtract the Benefits Progression Start date from the active pay period end date to determine if an employee qualifies for a match. (Pending 1 year of continuous state service). **For employees with a break in service, agencies will need to calculate and enter the appropriate benefit progression start date. If the break is over 30 days, the employee's new benefit progression start date will be the new effective date for this rehire assignment.**

LEAVE PROGRESSION START - Enter the date (mm/dd/yy) that begins the counting period for an employee's leave tenure. If an employee has previously worked for the state, this date must be a calculated date that includes prior state tenure. For prior continuous service, enter the initial employment start date; for prior service, which included break(s), this date is calculated by subtracting the break period(s) from the total service.

Certificate/Remarks Panel

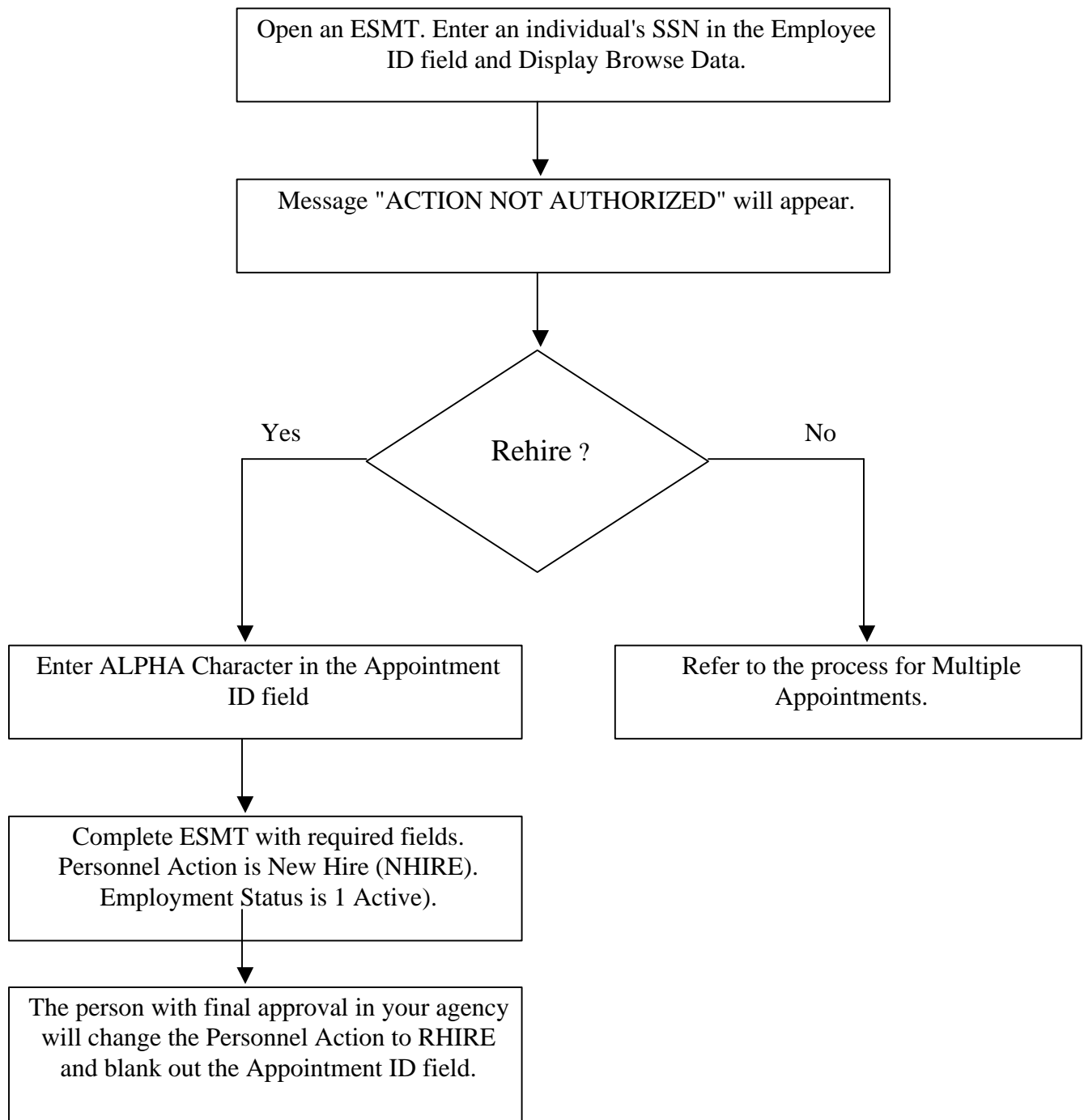
REMARKS - Enter the Agency and Organization Identifier that the individual previously worked for (in this case, this information will be your own Agency and Organization).

Step 3 - Confirm and/or modify any remaining fields as necessary. Be sure to check all panels for any changes that need to be made.

Step 4 - Complete the regular approval process.

REHIRING A PREVIOUS EMPLOYEE

REHIRING WITHIN YOUR AGENCY - DIFFERENT ORGANIZATION





REHIRING A PREVIOUS EMPLOYEE

SCENARIO 2: REHIRING WITHIN THE SAME AGENCY FROM A DIFFERENT ORGANIZATION

A person comes to work for your Organization. You determine through the interview process they are not currently employed by the state and their last job with the State of Missouri was with your agency but in a different organization. You will rehire this individual by doing the following steps.

Step 1 Access an Employment Status Maintenance (ESMT).

EMPLOYEE ID – Enter the employee’s social security number.

Select **Display: Browse Data**.

You should receive the message "ACTION NOT AUTHORIZED". Since you know this is a rehire, complete all applicable fields on the ESMT for this individual.

Step 2 Complete the following in these fields.

APPOINTMENT ID – Enter an **ALPHA Character** in this field. This indicates that this is a rehire position. DO NOT enter a numeric value in this field.

EFFECTIVE DATE – Enter the date the appointment would be effective.

ORIGINAL APPT DATE – Enter the initial date of the employee’s employment with the state for this appointment. Note that if using a Personnel Action of “NHIRE”, the **ORIGINAL APPT DATE** must match the **EFFECTIVE DATE**.

Job Assignment Panel

PERSONNEL ACTION – Enter **NHIRE**. This will be changed to rehire before the final approval has been applied.

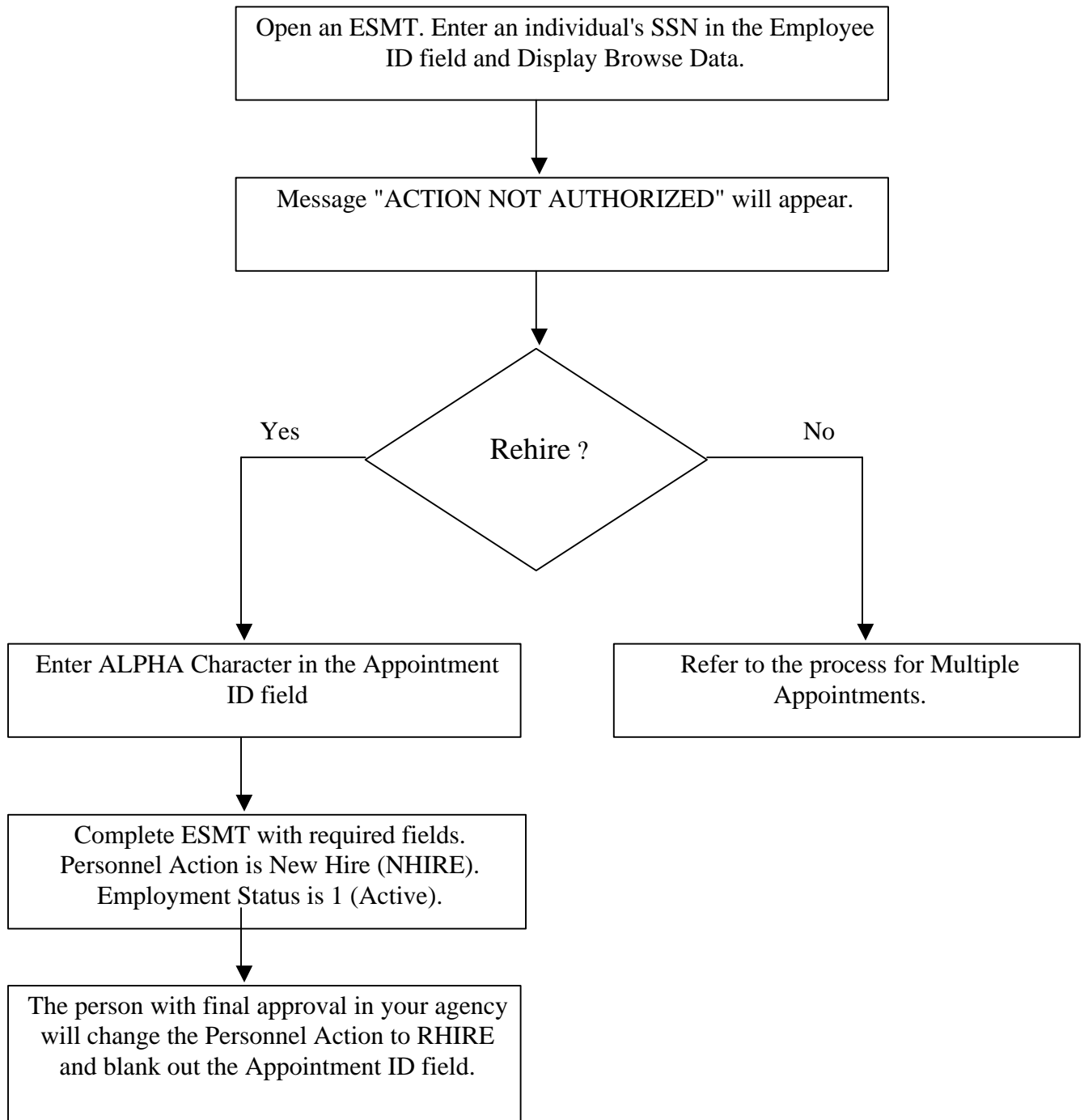
PERSONNEL REASON – Enter the appropriate personnel action reason.

EMPLOYMENT STATUS - Enter a **1**. This is the active employee status code.

POSITION NUMBER – Enter the position number for this assignment.

Step 3 Continue to complete the additional required fields for this new assignment.

REHIRING WITHIN YOUR AGENCY - DIFFERENT ORGANIZATION





REHIRING A PREVIOUS EMPLOYEE

SCENARIO 2: REHIRING WITHIN THE SAME AGENCY FROM A DIFFERENT ORGANIZATION (continued)

Step 4 – Continue with the editing and approval process.

For UCP Agencies, the third level of approval within your Agency will modify the following fields:

APPOINTMENT ID – Blank out this field. It is **CRITICAL** to blank out this field. Otherwise, the employee's assignment will be seen as a multiple appointment. All additional transactions to establish tax, health care, etc. would need to be modified later.

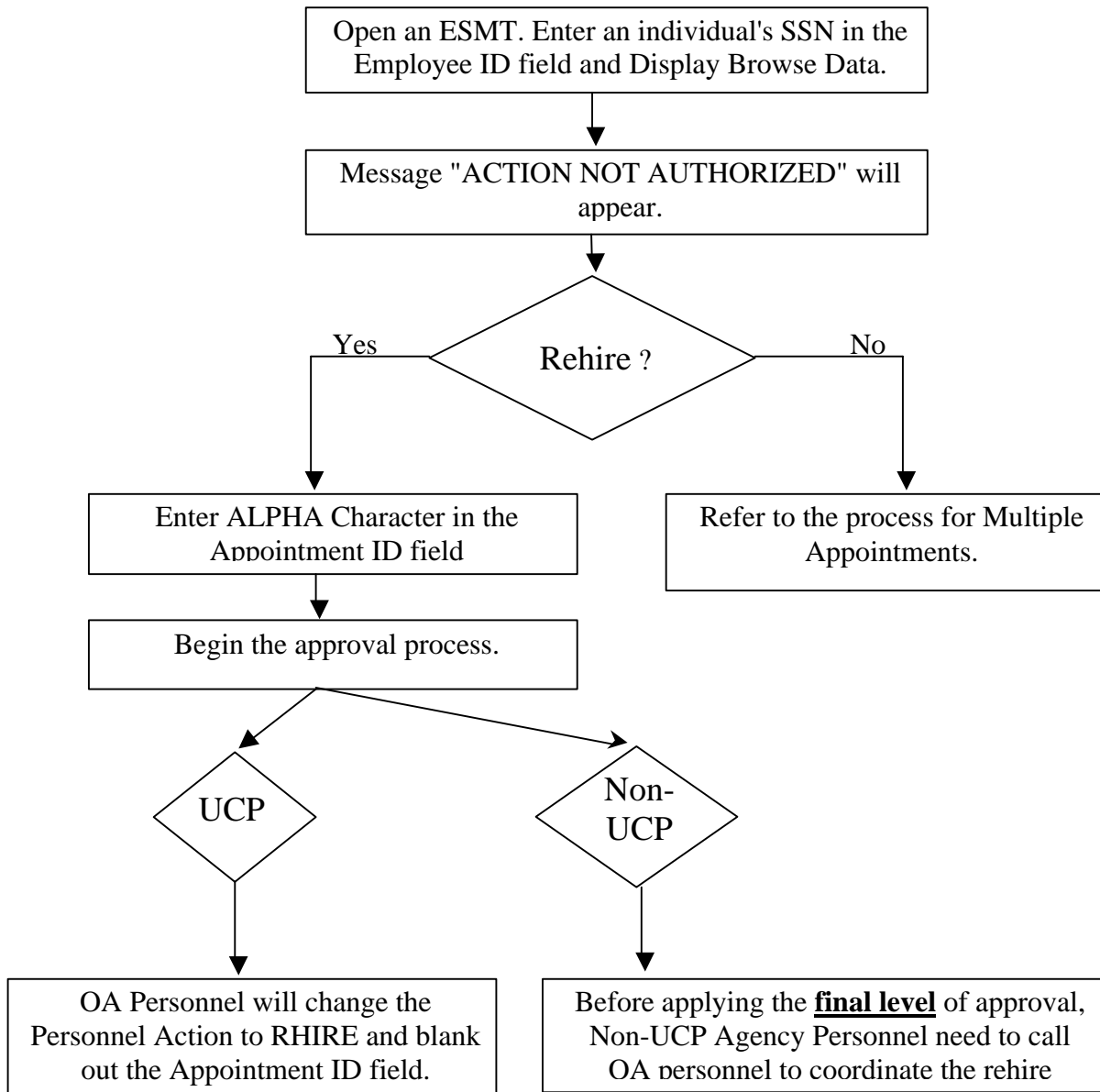
PERSONNEL ACTION – Change to **RHIRE** (Rehire).

The third level of approval will then be applied. It will continue through the regular processing cycle.

For Non-UCP Agencies, the final level of approval within your Agency would complete the above process.

REHIRING A PREVIOUS EMPLOYEE

REHIRING FROM A DIFFERENT AGENCY





REHIRING A PREVIOUS EMPLOYEE

SCENARIO 3, PART 1: REHIRING FROM ANOTHER AGENCY

If you rehire a person whose last active appointment was with another Agency, you would complete the same steps listed in Scenario 2 except for the final approval process.

UCP Agencies

For rehires from another Agency, OA Personnel will blank out the Appointment ID field and change the Personnel Action to Rehire. They will also apply the final approvals.

Non-UCP Agencies

BEFORE the final level of approval is applied, OA Personnel needs to be contacted. OA Personnel will need to blank out the Appointment ID field and change the Personnel Action to Rehire.

If you apply the final level of approval before contacting OA Personnel, this employee assignment will not be seen as a Rehire but as a second appointment. As a secondary appointment, OA Personnel would need to coordinate changing the secondary appointment to the primary appointment. Additionally, all tax, leave, deduction, and benefit information would need to be re-established in the primary appointment.



TESTING YOUR KNOWLEDGE

- 1) When rehiring a previous employee, what should be entered in the Appointment ID field on the initial ESMT?

- 2) Who must be contacted when rehiring a previous employee from one Agency into another?